

# Staff Accountant



**Job Code:** 1533  
**Grade:** 129  
**Reports to:** Comptroller  
**Salary Range:** \$52,171 - \$80,028  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult and responsible professional, technical, and administrative accounting work necessary in preparing and maintaining complex financial records and systems of the City in accordance with generally accepted accounting principles and applicable governmental accounting standards; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs a full range of complex professional level accounting, auditing, budgeting, and payroll functions. The employee sets priorities and has considerable latitude for sound, independent judgment, discretion, and initiative in carrying out daily operations within established guidelines. Work is reviewed and measured through conferences, reports, analyses, observation of productivity, effectiveness, and levels of success accomplishing established goals. Work is performed under general supervision.

## **ESSENTIAL FUNCTIONS**

Performing accounting, auditing, budgeting, and payroll functions; compiling, examining, and analyzing financial data; reconciling balance sheet and other financial accounts internally and externally; assisting in preparation of annual budget, audit, and financial reports; preparing and maintaining detailed records and files.

## **EXAMPLES OF WORK**

- Reconciles main operating bank account, including credit card transactions reconciliation with third party processing company.
- Reconciles balance sheet accounts to ensure all financial transactions are completed and properly recorded; prepares monthly financial reports for the Mayor and City Council; generates departmental financial reports; provides financial information to external agencies.
- Compiles, examines, and analyzes financial data monthly and issues variance analysis report (budget to actual comparison).
- Assists in preparation of the annual independent audit; participates in the preparation of the Comprehensive Annual Financial Report.
- Performs audits to the City's operations in accordance with Accounting Policy and Procedures.
- Reconciles discrepancies between subsystems to General Ledger (including Munis, CLASS, Energov, Kronos, and ADP), and prepares complex general entries.
- Develops and participates in writing accounting policies and procedures.
- Provides training to City employees on the use of General Ledger Financial System.
- Prepares and delivers complete and accurate biweekly payroll.
- Assists with preparation of the annual budget.
- Performs Tax Revenue and Receivable reconciliation with external government entities.
- Troubleshoots accounting related discrepancies in financial data and underlying system operations.

- Assists the Director, Comptroller, and Finance & Administration staff in other capacities as workload demands.
- Performs related tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the theory, principles and practices of accounting and budgeting as applied to municipal government.
- Thorough knowledge of Government Accounting Standards Board (GASB) statements, theories, and practices.
- Thorough knowledge of Federal laws, rules, and regulations regarding employee compensation.
- Thorough knowledge of accounting terminology, methods, and equipment.
- Thorough knowledge of modern offices procedures, practices and equipment.
- General knowledge of audit practices.
- Knowledge of the principles of mathematics and basic statistics.
- Demonstrated analytical and technical/computer skills using government accounting systems.
- Demonstrated skill in attention to detail and high level of accuracy.
- Ability to troubleshoot accounting related discrepancies in financial data and underlying system operations.
- Ability to prepare, analyze, interpret, and evaluate complex financial reports and systems and accounting records.
- Ability to maintain and reconcile accounts, journals, registers, and control reports.
- Ability to communicate technical ideas concisely, clearly, and effectively, orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to manage multiple projects and plan, organize, and prioritize tasks in order to complete assignments in a timely manner and meet deadlines.
- Ability to effectively and discreetly handle confidential or sensitive information and documents.
- Ability to exercise tact and diplomacy relative to public inquiries and requests for information.
- Ability to work independently and in a team environment.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with associates, supervisors, managers, officials, consultants, vendors, representatives of outside agencies, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or closely related field, supplemented by at least three (3) years of progressively knowledgeable and responsible professional accounting, auditing, payroll, and/or budget analysis experience, preferably for a public sector agency; or any equivalent combination of education, training, and experience. Possession of a Certified Public Accountant (CPA) Certificate a plus.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Work requires sitting, standing, walking, reaching, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or take make fine distinctions in sound.
- Visual acuity is required for close vision, distance vision, color perception, depth perception, peripheral vision, preparing and analyzing written or computer data, operation of machines or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Created FY 2013

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Staff Accountant position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

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Employee Signature

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Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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